



ESF #10– HAZARDOUS MATERIALS RESPONSE
TABLE OF CONTENTS

Section	Page
<u>I. Introduction</u>	1
A. Purpose	1
B. Hazard Analysis	2
<u>II. Planning Assumptions and Considerations</u>	2
A. Situations	2
B. Assumptions	5
<u>III. Concept of Operations</u>	6
A. General	6
B. Communications Among Response Units	6
C. Stopping and Containing Spills	7
D. Clean-up and Disposal	7
E. Re-Entry to Affected Area	8
F. Special Considerations	8
G. Hazmat Incident Near Special Populations	9
<u>IV. Organization and Assignment of Responsibilities</u>	9
A. Organization	9
B. Roles and Responsibilities	10
<u>V. Direction and Control</u>	14
<u>VI. Administration and Logistics</u>	14
<u>VII. Continuity of Government</u>	15
<u>VIII. ESF Development and Maintenance</u>	16
<u>IX. Authorities</u>	17
<u>X. List of Appendices</u>	17
<u>XI. Authentication</u>	17
Appendices	Page
<u>Appendix 1 – Release Notification Summary Form</u>	18
<u>Appendix 2 – Hazmat Incident Report</u>	20
<u>Appendix 3 – State Assistance for Hazmat Response</u>	24
<u>Appendix 4 – Cost Recovery</u>	25
<u>Appendix 5 – EHS Facility Site Visit Procedure</u>	32
<u>Appendix 6 – Hazmat Plan Cross-Walk</u>	35

ESF #10 – HAZARDOUS MATERIALS RESPONSE

Primary Agency:	Local Fire Service Organizations Miami County Emergency Management Agency (MCEMA)
Support Agencies:	Miami County Local Emergency Planning Committee (LEPC) Ohio Emergency Management Agency (OEMA) Ohio Regional Response Team (Dayton) Ohio Environmental Protection Agency (OEPA) Ohio Hazardous Waste Facility Board US Department of Transportation (US DOT)
Related Federal ESFs:	ESF #10: Oil and Hazardous Materials Response Oil and Hazardous Materials Incident (Incident Annex)
Ohio Revised Code:	Sections 1567.54, 3734, 3750, 4905.81, 4919.79, 6111.03

I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF) is designed to assist in handling hazardous materials and chemical incidents in the most efficient and effective manner for Miami County. The procedures and activities described herein are intended to decrease the threat to public safety and the environment resulting from the release of hazardous materials. This ESF is not the ultimate authority for procedures or methods to follow during an incident. Responders must follow their training, team/departmental procedures, and professional judgment in the response and implementation of public protective actions. While procedures in this ESF should be adhered to as much as safety allows, deviations should be as the situation allows.

The development of this ESF is in accordance with the Ohio Revised Code 3750 as amended and the rules adopted by the State Emergency Response Commission (SERC). These powers and duties allow the LEPC to perform the following:

- Assist in the development of a comprehensive emergency response plan for the county
- Receive and maintain a database of reports and chemical inventory information per Superfund Amendments and Reauthorization Act (SARA) Title III
- Maintain a database of hazardous material reportable quantities and locations in the county
- Perform hazard analysis
- Perform risk assessment on facilities reporting Extremely Hazardous Substances (EHS)
- Establish and maintain a computer system (CAMEO, MARPLOT, ALOHA) for responders
- These activities will be coordinated by the LEPC members

B. HAZARD ANALYSIS

Due to the industrialization of our society and the many modes of transportation available, hazardous materials incidents can happen virtually anywhere.

The dangers involved in attempting to bring a hazardous materials incident to an end without adequate training, equipment, and logistical support are numerous and obvious.

The SARA Title III chemical inventory reports and additional information acquired through site visits are used to analyze the quantities and storage conditions for each hazardous substance at each facility. The LEPC has developed a Hazard Analysis and Risk Assessment for each EHS reporting facility conducting site visits and using CAMEO, ALOHA and MARPLOT software.

The LEPC periodically conducts commodity flow studies to determine the types and quantities of hazardous materials being transported on the county highways and railroads.

This ESF is for the purpose of planning only. Actual hazardous material incidents may differ in scope or complexity. The Incident Commander (IC) will establish parameters as appropriate.

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. SITUATIONS

1. The threat of a major incident involving hazardous materials has increased due to the growth in manufacturing, transportation, and use of chemicals.
2. A variety of hazardous materials are transported, stored and used within the Miami County area on a daily basis. These chemicals are placed in 9 hazard classes:
 - a. Class 1 – Explosives
 - b. Class 2 – Gases
 - c. Class 3 – Flammable and combustible liquids
 - d. Class 4 – Flammable solids
 - e. Class 5 – Oxidizing substances and organic peroxides
 - f. Class 6 – Toxic and infectious substances
 - g. Class 7 – Radioactive materials
 - h. Class 8 - Corrosive substances

i. Class 9 – Miscellaneous hazardous materials/products, substances, or organisms

These agents are used in a variety of industrial and domestic applications. When released, they may pose a threat to life, property and the surrounding environment. A fast efficient response is imperative to control and abate the hazard. Some releases may require a multi-disciplinary response, in which case responders must act appropriately and cooperatively. A response procedure for radiological incidents is contained separately under ESF #16 (Radiological Protection).

3. Fixed Site Risks

- a. The chemicals in the nine hazard classes are used in a variety of industrial and domestic applications and are stored and used at approximately 43 Extremely Hazardous Substances (EHS) facilities and 93 Tier II reporting facilities within Miami County creating a relatively high exposure to potential hazmat incidents.

4. Transportation Risks

- a. Miami County has one (1) interstate, one (1) major railway and numerous state highways on which hazardous materials are transported. I-75 runs North and South through the county with exits to Piqua, Troy and Tipp City. U.S. Highway 36 runs East and West through the county and provides access to Covington, Piqua, and Fletcher. State Route 48 runs North and South through Covington, Pleasant Hill, Ludlow Falls, and West Milton. State Route 55 runs West and East through Laura, Ludlow Falls, Troy and Casstown. County Road 25A runs through Piqua, Troy and Tipp City. State Routes 201 and 202 run North and South on the Eastern side of the county. US Route 40 runs West and East along the southern border of the county. State Route 571 runs East and West through Tipp City, Laura, and West Milton. State Route 41 runs Northwest to Southeast through Covington and Troy to Clark County through Elizabeth Township. A CSX Rail System runs North and South and passes through Piqua, Troy and Tipp City.
- b. All nine hazard classes of hazardous materials are transported within the Miami County area on a daily basis.
- c. Refer to the Miami County Commodity Flow Study (CFS) for a more detailed analysis of the road and railways used to transport hazardous materials through Miami County.

5. Pipeline Risks

- a. Miami County has two (2) major liquid product pipelines that pass through the county. These lines transport mostly petroleum distillates and their contents vary constantly.

- b. There is also a natural gas line transmission line that travels North/South through the county, but it also branches east and continues as a transmission line past our eastern border.
6. Water Supplies
 - a. The municipalities of Piqua, Tipp City, Troy, Bradford, Covington, Fletcher, Laura, and Pleasant Hill each have their own water system. Casstown has wells only. West Milton and Ludlow Falls receive water from Troy. Miami County provides water to various areas within the county. In the event of a Hazardous Incident, there is potential for contaminating the water systems in these areas.
7. Wastewater Treatment Plants
 - a. The municipalities of Piqua, Tipp City, Troy, and West Milton as well as the villages of Bradford, Covington, Fletcher, Laura, and Pleasant Hill each have their own wastewater treatment plant. Casstown has service provided by Miami County. Miami County also provides wastewater service to various areas within the county. Hazardous materials entering the sewage or drainage systems may necessitate shutting down the sewage plant resulting in a release of untreated sewage.
8. Sensitive Institutions:
 - a. Schools - The municipalities of Piqua, Tipp City, Troy, Bradford, and Covington have their own school systems. West Milton and Union Township have a joint school system. Newton Township has a school system located in Pleasant Hill. Bethel Township has a school system located within their township. The Miami East school system serves eastern Miami County including the villages of Casstown and Fletcher. Miami Jacobs Career College has a campus in Troy. Upper Valley Career Technology Center and Edison State Community College are located in Piqua. Riverside of Miami County in Troy serves the developmental disability community.
 - b. Hospital - Upper Valley Medical Center between Troy and Piqua in Concord Township.
 - c. Nursing Homes – Numerous facilities are located in Miami County, including the communities of Tipp City, Troy, Piqua, Covington
9. Local Climate/Weather Considerations
 - a. Mean Temperature 50°F (-7 to 93°F)
 - b. Predominate wind direction is from the Northwest or Southwest at 5 to 10 mph.
 - c. Wind shifts may occur that could result in redesigning protective actions.
10. Time variables: Rush hour, vacation, and annual events.
 - a. Factories in Miami County operate varying hours

- b. Major events include the Bradford Pumpkin Show, 2nd week in October; Troy Strawberry Festival, 1st week in June; Fourth of July celebrations by many communities within the County; Tipp City Mum Festival, last weekend in September.

B. ASSUMPTIONS

1. The existence of facilities that store or utilize hazardous materials or transportation routes that transport hazardous materials in the County provide the potential for a toxic air, land, or water release hazard to the citizens and the environment.
2. First responders within the County have the capability to respond in the event of a hazardous material incident and initiate control of the situation.
3. Protective action may include shelter in place, evacuation, and public information notifications.
4. Many variables affect the protective action recommended. They include but are not limited to: time of day, weather conditions, location, and the hazardous material involved.
5. No single first response agency within the County is equipped physically or technologically to cope with a large-scale hazardous materials incident and such an event may exceed the capabilities of local emergency responders
6. The Miami County Hazmat Team is capable of responding to hazardous materials incidents that may exceed the capabilities of local emergency responders.
7. Resources of the county may need to be supplemented by regional, State, and/or federal agencies to cope with the situation. They will act under the direction of the Incident Commander.
8. The authority having jurisdiction in which the incident occurs is responsible for directing response activities and for notifying other jurisdictions that may be affected.
9. There are many choices involved in reducing the dangers from hazardous materials, and the appropriate choices will vary with particular materials. Choices include but are not limited to:
 - a. Elimination of the hazardous material.
 - b. Reducing the quantities generated.
 - c. Restricting the area contaminated by containing the hazardous material.
 - d. Storing the hazardous material.
 - e. Other methods include reusing, recycling, or reclaiming materials and managing distribution.
10. The local fire department will be the primary point of alert and notification of hazardous materials incidents within the community

III. CONCEPT OF OPERATIONS

A. GENERAL

1. When used in a controlled, safe manner, millions of gallons/pounds of hazardous substances are handled daily. It is when these substances escape their controlled condition and impinge on life safety or the environment that a hazardous materials incident occurs.
2. Hazardous materials are capable of catastrophic damage to the environment and its inhabitants. There may be complex ramifications when an attempt is made to curtail an incident. This requires that hazardous materials incidents be approached as a “combined response” operation.
3. The Miami County Commission and/or the municipalities have the overall authority for protecting the life and health of residents and the environment of their jurisdiction. Unless specifically preempted by either or both state or federal laws or regulations, this responsibility extends to the release, or potential release, of hazardous materials which threaten life, health, and the environment of Miami County. These responsibilities include:
 - a. The allocation of funds to purchase necessary hazardous materials response equipment.
 - b. The allocation of funds to provide training to local emergency officials and responders in responding to hazardous materials incidents.
 - c. The provision of leadership and interaction with local industry to facilitate understanding and cooperation between the public and private sectors in planning for and responding to hazardous materials incidents.
4. The Miami County Hazmat Unit’s headquarters are located at 510 W Water Street, Troy, Ohio.
 - a. Federal forces may deploy under ESF #10 of the NRF or the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300. Federal resources are primarily support resources and will coordinate with the local IC/EOC, as appropriate. Federal actions may include detection, identification, containment, clean-up, and/or disposal services of oil or hazardous materials.

B. COMMUNICATIONS AMONG RESPONSE UNITS

1. On-scene radio command at hazardous material incidents will be handled by the fire department on the designated talkgroup at the time of the incident. Radio traffic will be monitored by the Incident Commander (IC) at the Incident Command Post (ICP). The IC will periodically update all agencies present at the command post and the EOC if activated via a common talk group.
2. Law enforcement agencies will communicate on the designated talkgroup.
3. The Miami County Hazmat Team shall communicate on a designated talkgroup.

4. EMS vehicles shall communicate with dispatch and vehicle to vehicle on the designated talkgroup. EMS communications to the hospitals shall be by radio on talkgroups, dedicated for this purpose or by cellular phone. Public works and utility personnel will communicate on their normal frequencies.
5. Agencies will be able to interface by multi-channel scanning radios.
6. If mutual aid is called from a distance, or existing radio frequencies become over crowded, amateur radio (RACES, see ESF #2) may be needed.

C. STOPPING AND CONTAINING SPILLS

1. The Incident Commander (IC) has the duty of evaluating the hazard of the contaminants. The IC will communicate the hazard to the community, responders, and clean-up workers. Once the IC has made this evaluation, he/she must determine what will be the most appropriate method with which to proceed.
 - a. Isolate the source of leakage or spillage.
 - b. Contain spilled hazardous materials in the smallest possible area.
 1. Measures can be utilized to contain pollutant spills. Since spills can occur in an infinite number of situations and circumstances, it is impossible to provide specific instructions for every event. Therefore, emergency responders must exercise good judgment and common sense in immediately implementing appropriate containment measures under the direction of the IC. This will achieve the primary objective of containing the spill as quickly and in as small an area as possible and to prevent spilled pollutant from entering waterways or other natural features which could be damaged.

D. CLEAN-UP AND DISPOSAL

1. When it has been determined by the IC and Hazmat Team, the substance must be cleaned up according to Occupational Safety and Health Administration and Environmental Protection Agency (EPA) regulations, the responsible party or their representative must call a hazardous waste clean-up contractor.
 - a. It shall not be the responsibility of the IC to remove any hazardous material.
 - b. The Hazmat Team shall oversee the clean-up operation in an advisory capacity to insure that removal of product and containers are done correctly and safely.
 - c. The Hazmat Team shall remain on scene until arrival of the appropriate and approved agency and released by the IC.
2. The primary responsibility for the assumption of all costs for the clean-up and disposal

of a chemical shall be:

- a. The person or persons whose negligent or willful act caused such spill or release.
- b. The company, person, or persons who own or had custody of the chemical or hazardous materials or waste at the time of the spill or release.
- c. The company, person, or persons who owned or had custody or control of the container or transport vehicle that held such chemical or hazardous material or waste.
- d. The IC and Hazmat Team shall work together to identify the responsible party.

E. RE-ENTRY TO AFFECTED AREA

1. The decision to allow re-entry into the area shall be made by the appropriate local designated authority after discussion with the IC. Re-entry without protective equipment shall be permitted only after:
 - a. Air quality has returned to acceptable levels as determined by US EPA standards.
 - b. Results of environmental testing of the affected areas indicates re-entry is safe in accordance with standards established by industry, local, state and federal authorities.
2. Miami County will rely upon the Hazmat Team, Ohio and/or United States Environmental Protection Agency (USEPA), or their private contractors to monitor the area. The Health Department will ensure water and food supplies are safe for consumption before people are allowed back into the area.
3. Information concerning re-entry to the area should only be released through the incident/EOC Public Information Officer (PIO). Information shall be broadcast through appropriate media and include explicit instructions pertaining to the boundaries of available re-entry areas.

F. SPECIAL CONSIDERATIONS

1. Ohio State Law mandates that the ranking jurisdictional fire officer on the scene be the Incident Commander (IC). The EMA Director is responsible for coordination between local agencies and those of the state and federal governments. Ultimate authority is vested in the County Commission, Municipal Governments/Villages and Townships as appropriate.
2. For hazardous waste incidents, such as the discovery of a dangerous dumpsite, the jurisdiction's and/or mutual-aid response agencies, hazardous materials equipment, plans, personnel, and Operating Guidelines (OGs) will be used that are pertinent to the situation. The discovery of a site of any size and danger, however, will almost always result in a response from higher governmental levels, such as the Ohio Department of Natural Resources, OEPA or USEPA.

3. Miami County is a rural county located in the western portion of Ohio. The county contains several small streams, as well as the Great Miami and Stillwater Rivers that could be affected by a hazardous materials incident. Other special populations, such as those at medical clinics, elderly care facilities, schools, etc. are all located in areas that could be affected by a hazardous materials incident.

G. HAZMAT INCIDENT NEAR SPECIAL POPULATIONS

1. Notify facility manager.
2. If possible, initiate sheltering-in-place.
3. Only instruct evacuation if absolutely necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. The Incident Command System (ICS) will be implemented during a Hazardous Materials (Hazmat) incident in accordance with the National Incident Management System (NIMS), as a joint, coordinated endeavor, serving to effect intra-agency cooperation between all authorities having responsibilities for public safety and environmental protection for the hazmat incident.
2. Should a release occur in a response area where fire/EMS department personnel are not adequately trained, mutual aid can be summoned. A county-wide hazmat team is headquartered at 510 W Water St, Troy, Ohio. Additional county-wide/regional hazmat teams are located in Montgomery, Darke, Clark, Champaign, and Shelby Counties.
3. The Community Emergency Coordinator (CEC) for the county and municipalities is the Miami County EMA Director.
4. Municipalities
 - a. The Mayors or their designee will carry out coordination of hazardous materials incidents, with direction and control exercised from the incident command post. On-scene command will be exercised by the ranking jurisdictional fire officer, or designee.
5. County
 - a. At the county level, the county commissioners and the CEC, or their designees, will carry out overall coordination of a hazardous materials incident. Direction and control can be exercised from the county EOC. On-scene command will be exercised, in accordance with State Law, by the ranking jurisdictional fire officer, or designee.
6. State/Federal

- a. Due to the nature of hazardous materials incidents, response organizations at the state and federal levels may become involved. For this reason, overall coordination may, at times, be escalated to the state or federal level.

B. ROLES AND RESPONSIBILITIES

Primary Agencies

1. Fire Departments

- a. The primary responsibility of each fire department is life safety.
- b. Establish a command post, and initialize the Incident Command System as outlined in the National Incident Management System (NIMS).
- c. Establish the accountability system, set up the hazmat exclusion zones (Hot, warm, and cold zones), and the incident staging area.
- d. Initiate preliminary contact with outside agencies such as Chemtrec, the shipper, EPA, etc. This can be done through the EOC.
- e. Initiate actions based on the analysis of the hazards present at the scene to protect the public, secure the scene, and contain the spill.
- f. Request additional resources such as the Miami County Hazmat Team, or the assistance of additional outside agencies, including mental health (Critical Incident Stress Debriefing team, [CISD), if necessary.
- g. Develop inspection procedures to familiarize themselves with the EHS Facility's operations and chemical inventory.

2. Hazmat Team Safety Officer

- a. The hazmat team will have a dedicated Safety Officer, which will be designated as an Assistant Incident Safety Officer per NIMS standards.
- b. Hazmat Team Safety Officer shall be designated by the Hazmat Incident Leader and reports to the Incident Safety Officer and Hazmat Incident Leader.
- c. Provide the Hazmat Incident Leader and IC with recommended revisions on the established control zones at each emergency incident, based on the identification and evaluation of the hazard.
- d. Maintain control and security of entry and exit of all personnel between the various zones. A log will be kept of all personnel during their assigned task.

- e. The IC, Incident Command Safety Officer, Hazmat Team Leader, and Hazmat Team Safety Officer shall jointly make the final decision on entry/no entry, corrective actions, respiratory and personnel protective clothing, monitoring and sampling methods.
 - f. While the IC can decide when to withdraw or evacuate personnel, the Hazmat Team Safety Officer can independently make that decision also if life safety is a concern within the warm and hot zones.
 - g. Ensure that proper decontamination procedures are in place before entry.
 - h. Ensure that a backup team wearing the appropriate level of personal protective equipment is ready prior to and during entry team operation.
3. Emergency Medical Service (EMS)
- a. The primary responsibility of the EMS is to triage, stabilize, and transport patients from a triage area to a fixed medical facility. Secondary responsibilities include on-scene medical support and evacuation assistance.
 - b. A dedicated Advanced Life Support (ALS) EMS unit is responsible for medical surveillance of all entry team personnel. Secondary responsibilities of this unit will include hazmat team medical support, assistance including identifying, screening and handling any type of possible contamination.
 - c. EMS personnel will coordinate their activities with the IC at the command post.

Support Agencies

4. Local Emergency Planning Committee (LEPC)
- a. Determine, in cooperation with local industry, the facilities using, producing or storing regulated quantities of the approximately 800 hazardous substances listed by the EPA.
 - b. Suggest to the state committee and the Governor additional facilities, which should be added to the list of regulated facilities as the local committees determine them.
 - c. Receive notification from facilities if a SARA regulated release occurs.
 - d. If the local jurisdiction has not already done so, appoint a coordinator to implement the LEPC plan or appropriate portions of the county response plan.
 - e. May receive Safety Data Sheets (SDS) or a list of SDS chemicals and an emergency/hazardous chemical inventory on the standard inventory forms.
 - f. Develop a hazard-specific plan that meets SARA requirements, in cooperation with local government, response agencies, and local industry. Another option is to further develop and maintain this Emergency Support Function (ESF).

- g. Compile information on regulated facility and the transportation routes for which the plan is intended.
 - i. On-site.
 - ii. Neighboring population.
 - iii. Surrounding terrain.
 - iv. Known impediments (tunnels, bridges).
 - v. Other areas at risk.
- 5. County/Municipal Government
 - a. Appoint an emergency coordinator for the local jurisdiction, who will decide when it is necessary, and appropriate to implement the plan. See IV.A.3.
 - b. Supports funding for hazardous materials equipment and training.
 - c. Interact with local industry to facilitate understanding and cooperation.
 - d. Participate in the National Incident Management System (NIMS) by fulfilling role as chief local governing body, such as issuing evacuation orders, negotiating mutual aid, directing policies, coordinating with higher governmental levels, and exercising governmental authority.
- 6. EMA Director
 - a. Complete a hazard vulnerability analysis for the jurisdiction pertaining to hazardous materials.
 - b. Initiate contacts and coordinate with local industry.
 - c. Work with local agencies to develop OGs to be used if a hazardous materials incident should occur.
 - d. Coordinate LEPC/EMA sponsored training for local and county agencies.
 - e. Ensure that opportunities for appropriate HazMat training are made available to emergency responders as required by 29 CFR 1910.120.
 - f. Advise county and local governmental officials on hazardous materials issues and incidents.
 - g. Act as the Community Emergency Coordinator (CEC) in the event of a hazardous materials incident.
 - h. Develop a resource contact list of equipment and supplies needed in the event of a hazardous materials incident.
 - i. Coordinate mutual aid agreements with governmental and private agencies.
 - j. Assist in the development and coordination of hazardous materials exercises.
- 7. Private Hazmat Response and Clean-up Businesses

- a. Utilization of a private clean-up contractor for mitigation of a spill is the responsibility of the spiller
 - b. If the spiller is unknown, the state or federal government can hire the contractor. The IC can assist local government in finding a contractor.
 - c. Some facilities have highly trained in-house hazmat teams that have expertise with the processes at the facility and may be able to assist local responders.
 - d. Clean-up contractors working with emergency responders shall be trained in 29 CFR 1910.120
8. Public Works Departments
 - a. Develop plans for mitigating hazardous materials from entering or that have entered sewer or storm drain systems.
 - b. Assist facilities and shippers in acquiring heavy equipment, such as front-end loaders, dump trucks, etc. with operators.
 - c. Prevent contamination of natural resources and the water supply.
 - d. Assist in traffic control by providing barricades.
 - e. Assist with decontamination and clean-up, if requested.
9. Facilities
 - a. Appoint a Facility Emergency Coordinator (FEC).
 - b. Participate with the LEPC in the development of plans to carry out SARA requirements.
 - c. Participate in hazmat exercises.
 - d. Establish mutual aid agreements with private entities.
 - e. Integrate facility emergency procedures with community and county plans, OGs, etc.
 - f. Develop methods for determining the occurrence of a release and the probable affected area, including the population.
 - g. Develop warning and communications systems that allow rapid warning and communication in critical areas inside and outside the facility.
 - h. Notify the LEPC within 30 minutes of any regulated chemical released that is at or above threshold amounts.
 - i. Provide Safety Data Sheets or a list of SDS chemicals and Tier I and II reports, as required, to the LEPC.
10. American Red Cross (ARC)
 - a. Operate emergency shelters, if necessary.
 - b. Provide basic medical supplies for shelters and emergency aid stations.
11. Hospital and Emergency Medical Care Facilities

- a. Upon notification, should implement internal decontamination and hazmat procedures.
- b. Should notify the incident commander when procedures are established.

V. DIRECTION AND CONTROL

- A. Overall coordination will be conducted by the County Commission and/or Municipal/Village Mayors and Township Trustees acting with, or through, the Miami County EMA Director (Community Emergency Coordinator).
- B. In almost all Hazardous Material Releases in Miami County initial notification will be the call received at the Miami County Communication Center (MCCC) at 210 Marybill Drive, Troy, Ohio. The MCCC acts as the central dispatch location for Miami County. Other points of contact could be fire/EMS agencies and responsible law enforcement agencies. All of these agencies have the means to communicate with the MCCC.
- C. Command and management of a hazmat incident will be initially from a field command post location. The ranking jurisdictional fire officer, or their designee, shall be the on-site IC. Senior officials of all groups participating will be present or represented at this command post. Facility personnel shall remain under the authority of company/agency officials, but may work with the IC in handling the situation.
- D. The County EOC may be activated via the County EMA if needed.
- E. The Incident Commander (IC) will establish communications with the Community Emergency Coordinator, as appropriate.
- F. The EMA Director is responsible for coordination between local agencies and those of the state and federal governments.
- G. Responsibility for monitoring the size, concentration and movement of leaks, spills or releases, lies with the on-scene command post.
- H. A listing of Tier II reporting facilities in the county is maintained by the fire department in the jurisdiction in which the facility is located and the Miami County LEPC.

VI. ADMINISTRATION AND LOGISTICS

- A. The County Commission will appoint an LEPC, consisting of elected officials, representatives of various response agencies and covered facilities, community groups, and the general public. The LEPC will maintain this ESF and monitor SARA compliance.
- B. All agencies responding to the incident shall follow all local, state, and federal requirements for reporting and documentation of the incident. A copy of all documentation shall be submitted to the county LEPC within fifteen (15) days of the incident.

- C. All spillers must verbally report a spill that is at or above the reportable quantity within 30 minutes of knowledge of the release to the local fire department, Miami County LEPC and appropriate state and federal agencies unless notification within that timeframe is impractical due to uncertain circumstances.
- D. The spiller is responsible for documentation of a release that is at or above the reportable quantity by preparing and submitting to the county LEPC:
 - 1. Their version of the incident, including time, cause of the spill, location, product, environmental impact, monitoring and detection, and quantity released, mitigation and containment action, prevention measures, health risks, permit numbers, and the local response action.
 - 2. A chronological log that details a minute-by-minute account of the spill, release, or discharge, and relevant documentation regarding the incident, economic impact, response activities including emergency response notification of off-site authorities, significant changes in situation, and time of recommendation to notify off-site authorities.
- E. The County Commission, municipal/village governments, and/or township governments will be responsible for providing initial response equipment required for hazmat incidents and for entering into contracts and mutual aid agreements.
- F. The Miami County LEPC has an established cost recovery procedure. If this is not accomplished, the agencies involved should follow ORC 3745.13 to recover cost. If this is not applicable, the LEPC may request reimbursement from the US EPA under the Superfund legislation for cost recovery (40 CFR 310).
- G. Resources that cannot be obtained locally may be requested by the local EOC using the NIMS-prescribed resource types and definitions. The NIMS has categorized commonly requested “Fire/Hazmat Resources” into a standard terminology. See Miami County EOP ESF #7: Resource Management or http://www.fema.gov/nims/mutual_aid.shtm.

VII. CONTINUITY OF GOVERNMENT

- A. The County Commission president, County Commission vice president, and lastly County Commission member and/or their designee succeeds the EMA Director.
- B. The ranking jurisdictional fire officer will remain the IC until command is transferred to another official designated by the IC. Lines of succession for local fire departments should be designated in OGs.

VIII. ESF DEVELOPMENT, MAINTENANCE AND TRAINING

- A. The Miami County EMA Director and LEPC Chair are responsible for the review, revision, and updating of this Emergency Support Function (ESF) annually. The Miami County LEPC, in coordination with the Miami County EMA, is responsible for ensuring methods and schedules for exercising this ESF.
- B. All organizations that support this ESF will develop and maintain their own OGs, and mutual aid agreements, as appropriate.
- C. The LEPC will conduct periodic tabletop, functional and full-scale exercises based on an all-hazards approach to test personnel on the use of this plan based on Homeland Security Exercise and Evaluation Program (HSEEP) standards. Critiques will include evaluating selected points of review, conducting after-action meetings, finalizing after-action reports, and developing and completing a corrective action plan for improvement which will be used to review the continued effectiveness of plans and support systems. Plan revision as appropriate will occur, based on exercise critiques.
- D. Whenever changes are made in the plan, copies of the revisions should be submitted to the SERC for review and comment.
- E. The state and local organizations should develop, evaluate, and implement training programs as they pertain to hazardous material incidents. These programs should include training on the following:
 - 1. Ohio Fire Academy/Outreach Training Programs
 - a. Hazmat and WMD Awareness (6 hours).
 - b. Hazmat/WMD Awareness & 1st Responder PPE (8 hours)
 - c. Hazmat Operations (8 hours)
 - d. Hazmat and WMD Operations (16 hours)
 - e. Hazmat and WMD Technician (40 hours).
 - f. Hazmat Officer/Safety Officer (24 hours).
 - g. Chlorine Emergencies (6 hours)
 - h. Pipeline Emergencies (6 hours)
 - i. Rail Car Incident Response (8 hours)
 - j. First Receiver Hazmat/WMD Operations (5 hours)

IX. AUTHORITIES

A. AUTHORITIES

1. Public Law 96-510, Comprehensive Environmental Response Compensation and Liability Act of 1980.
2. Public Law 99-499, Emergency Planning and Community Right-to-Know Act of 1986.
3. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Public Law 99-499, Superfund Amendment and Reauthorization Act of 1986.
5. Public Law 107-296, Homeland Security Act of 2002.
6. Public Law 107-188, Public Health Security and Bioterrorism Preparedness and Response Act of 2002.
7. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
8. 40 CFR 68, Clean Air Act, Part 261, Resource Conservation and Recovery Act.
9. Ohio Code, as amended.

X. LIST OF APPENDICES

Appendix 1 – Emergency Notification Summary Form

Appendix 2 – Hazardous Materials Incident Report

Appendix 3 – State Assistance for Hazmat Response

Appendix 4 – Checklist for Incident Commander (*Under Review*)

Appendix 5 – Cost Recovery Plan

Appendix 6 – EHS Facility Inspection Procedure

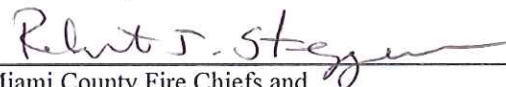
Appendix 7 – Hazmat Plan Cross-Walk

XI. AUTHENTICATION

10/1/15
Date

9-16-15
Date


Miami County LEPC Chair


Miami County Fire Chiefs and
Emergency Services Association

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1 TO ESF #10

RELEASE NOTIFICATION SUMMARY FORM

1. Time of Discharge: _____
Date of Discharge: _____
2. When was release first reported: _____
To whom was the release first reported: _____
3. Name of on-scene contact: _____
Telephone number of on-scene contact: _____
4. Location: _____
5. Nearby population(s): _____
6. Nature of incident (leak, explosion, spill, fire, derailment): _____
7. Possible health effects/medical emergency information: _____

8. Number of dead or injured: _____
Where dead or injured were taken: _____
9. Name of material(s) released; if known: _____
 - a. Placard/label information: _____
 - b. Container type (e.g. truck, railcar, pipeline, drum): _____
 - c. Railcar/Truck 4-digit identification numbers: _____
 - d. Shipper/Manufacturer Identification: _____
 - e. Manifest/Shipping invoice/billing label: _____
10. Characteristics of material (e.g. color, smell, physical effects), only if readily detectable: _____

11. Present state of the material (i.e. gas, liquid, solid): _____
12. Total amount of material that may be released: _____
13. Other hazardous materials in area: _____

14. Amount of material released so far/duration of release: _____

15. Whether significant amounts of the material appear to be entering the atmosphere, nearby water, storm drains or soil: _____

16. Weather conditions (wind direction and speed): _____

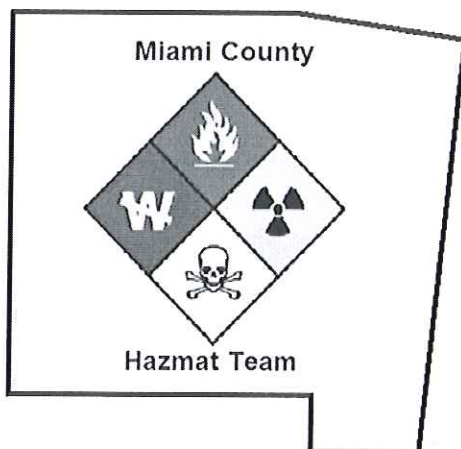
17. Local terrain conditions: _____

18. First responders, subject matter experts at the scene: _____

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2 TO ESF #12

HAZARDOUS MATERIALS INCIDENT REPORT



Miami County HazMat Team
210 Marybill Dr., Troy, Ohio 45373

Hazmat Incident Report

This report is completed for all hazmat team incidents, including hazmat consults, request for supplies and equipment, limited responses, and full-team callouts.

Incident Info			
Incident Date:		Incident Number:	
Hazmat Team Officer:			
Incident Location:			
Time Team Consult Requested:		Time Team Notified (Paged):	
Time HMRT on Scene:		Time HMRT Left Scene:	
Fire Department Requesting Hazmat Team:			
Billing Info			
Responsible Party: (Company)			
Street Address:			
City/State/Zip			
Contact Name:		Phone:	
Alt. Contact Name:		Phone:	
Email Address:		Fax:	
Response Info			
Type of Response:			
Phone Consult	Scene Consult	Equipment Only	
Limited Response	Full Team Response		
Responding Vehicles:			
HazMat 1	Hazmat #2 Trailer	Other(s):	
List Other(s):			
List Other(s):			

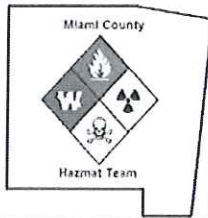


Miami County HazMat Team
210 Marybill Dr., Troy, Ohio 45373

Hazmat Incident Report

Incident Date:		Incident Number:	
----------------	--	------------------	--

Organizational Structure			
Incident Commander:			
Hazmat Control Officer:			
Hazmat Safety Officer:			
Entry Officer:			
Entry Team #1			
Entry Team #2			
Entry Team #3			
Entry Team #4			
Decon Officer:			
Decon Team:			
Research Team:			
Medical/Rehab Team:			
Other Assignments:			
Communications			
Incident Command			
Hazmat Command			
Hazmat Entry			
Control Zones			
Warm Zone Area		Marked With	
Cold Zone Area		Marked With	
Downwind Protective Action Area Distance		Evacuation or Shelter-in-Place	



Miami County HazMat Team
210 Marybill Dr., Troy, Ohio 45373

Hazmat Incident Report

Incident Date:		Incident Number:	
----------------	--	------------------	--

Incident Description

Describe:

--

Product #1 and Container

Product #1		UN or CAS Number	
Quantity Released		Physical State of Release	
Container #1		Construction Material	
Container Type		Container Capacity	
Cause of Breach			
Location of Breach			
Type of Release/ Affected Medium			

Product #2 and Container

Product #1		UN or CAS Number	
Quantity Released		Physical State of Release	
Container #1		Construction Material	
Container Type		Container Capacity	
Cause of Breach			
Location of Breach			
Type of Release/ Affected Medium			

Narrative:

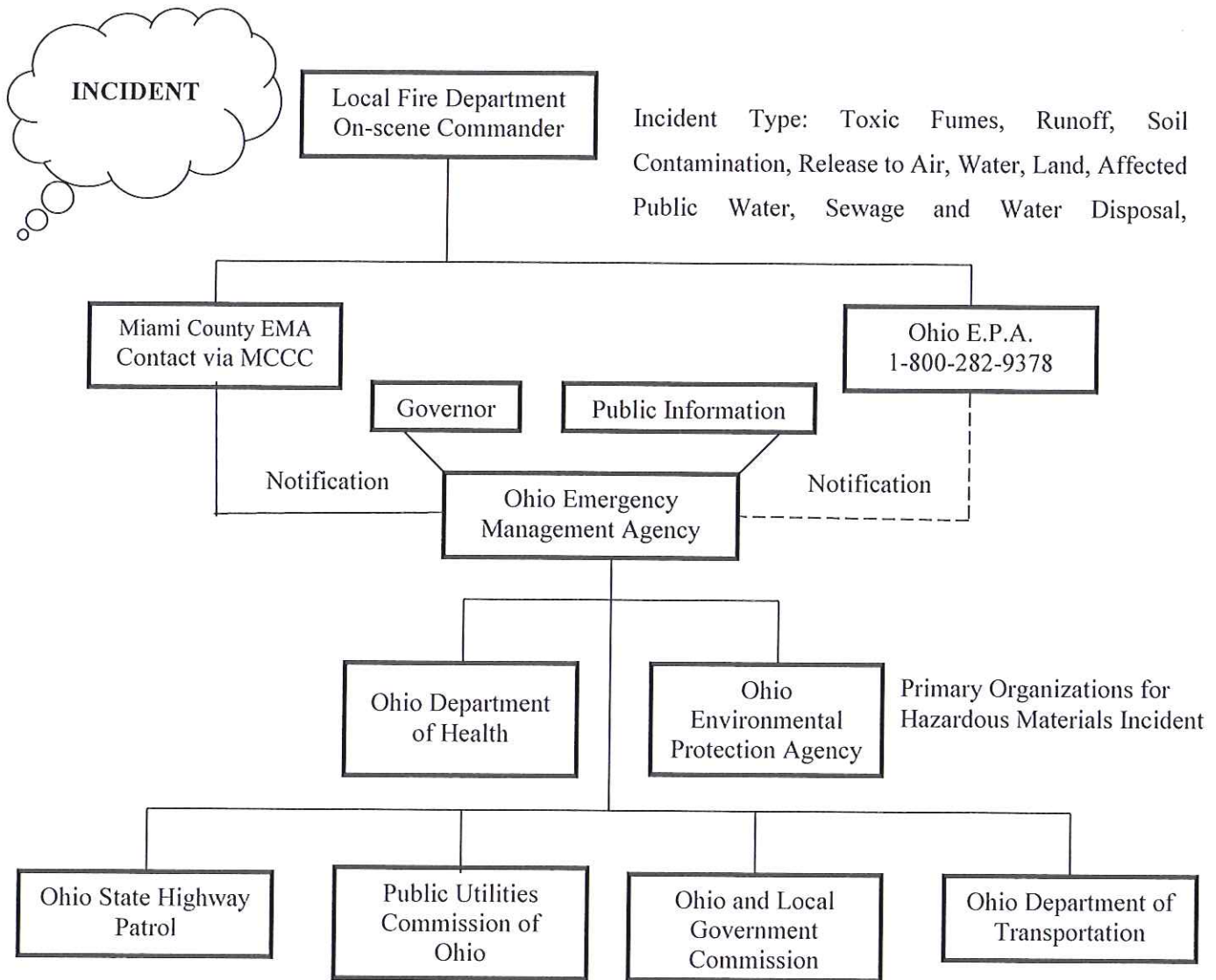
Include Situation Found, actions taken prior to arrival of team, actions taken by HMRT, results of monitoring, notifications made and other pertinent information regarding the response.

Hazmat Team Officer:		Date:	
Team Leader:		Date:	

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 3 TO ESF #10

STATE ASSISTANCE FOR HAZMAT RESPONSE



MIAMI COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 4 TO ESF #10
COST RECOVERY

Miami County LEPC
Program for Cost Recovery Associated with the Response to
Hazardous Material Incidents.

ENFORCEMENT OF
Ohio Revised Code 3745.13

I. OBJECTIVE

The objective of the Miami County LEPC Cost Recovery Plan is to obtain reimbursement of costs incurred in investigating, mitigating, minimizing, removing, or abating an unauthorized release of hazardous materials. This plan will also cover any costs incurred because of contamination caused by any release.

II. PURPOSE

The purpose of the Miami County LEPC Cost Recovery Plan is to comply with Ohio Revised Code 3745.13, which states in part that “...*any person responsible for causing or allowing an unauthorized spill, release, or discharge of material into or upon the environment is liable....for the necessary and reasonable, addition or extraordinary cost it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, discharge or contamination, in the course of its emergency action*”.

III. SCOPE

The Miami County LEPC Cost Recovery Plan applies to any public safety department/ agency that responded to a hazardous material incident within their jurisdiction, or responded by a mutual aid request to a hazardous material incident.

IV. DEFINITIONS

1. **Jurisdictional Public Safety Department/Agency**-Any department or agency that has sole jurisdiction over the hazardous material incident.
2. **Responding Department/Agency** -Any department/agency that is requested to respond, by the incident jurisdictional department/agency, to assist in the hazardous material incident.
3. **Personnel**-Individuals that respond to a hazardous material incident. This includes personnel during their normal work hours, volunteers, and overtime staff (except for the two hour initial standard incident response).
4. **Release**- Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping or disposing of hazardous materials into the environment or the abandonment or discarding of barrels, containers, and other closed receptacles containing a hazardous substance.

- 5. Responsible Party**–Any individual, firm, corporation, association, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity that is responsible for a release of a hazardous material, either actual or threatened, or is an owner, tenant, occupant or party in control of property onto which or from which hazardous materials release.

V. BILLING AUTHORITY

Expenses incurred by any Miami County supported department/agency involved in a hazardous material incident that occurred within their jurisdiction, or any other department/agency that responds or assists, are billable to the responsible party. Each department/agency will be responsible for their billing. Miami County LEPC will be designated the billing agency if Miami County assets are utilized.

Cost Recovery Worksheets are available to all Miami County supported department/agencies to assist them in billing the responsible party. Miami County LEPC will assist any department/agency involved in a hazardous material incident that was within their jurisdiction, in billing the responsible party in accordance to their local policies and guidelines. Any department/agency requesting assistance must do so in writing to the Miami County Emergency Management Director. All department/agency(s) are requested to submit a completed Cost Recovery Worksheet to the Miami County LEPC.

VI. COST RECOVERY GUIDELINES

The following guidelines will be used by each department/agency to implement the Miami County LEPC Cost Recovery Plan:

- I. A hazardous incident, managed by a single department/agency, may submit a Cost Recovery Worksheet directly to the responsible party. If the department/agency chooses to submit directly to the responsible party, a copy of the department incident report and Cost Recovery Worksheets is requested to be sent to the Miami County LEPC for recordkeeping.
- II. When multiple agencies respond to an incident, it will be at the discretion of each responding department/agency whether to bill the responsible party for reimbursement of expenses. A copy of all of the department incident reports and Cost Recovery Worksheets is requested to be sent to the Miami County LEPC for recordkeeping.
- III. If an incident involves any Miami County assets, the Miami County LEPC will be the billing agency for the vehicle(s) and equipment. Upon the use of any Miami County asset, the Incident Commander (IC) will notify the Miami County EMA/ LEPC within 24 hours.

- IV. There will be no personnel charges for the first two hours of the initial incident response.
- V. Emergency response equipment unit cost will be based on the most current version of Federal Emergency Management Agency (FEMA), SCHEDULE OF EQUIPMENT RATES. Rental equipment and supplies will be billed at actual rental or item cost. Miami County hazmat vehicles will be billed at the rate of \$185.00 per hour, and \$185.00 for each part of an hour.
- VI. Each department/agency may include charges for any of the necessary and reasonable, additional or extraordinary costs it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, discharge, or contamination when completing a Cost Recovery Worksheet.
- VII. The jurisdictional department/agency(s) are requested to submit all documentation to the Miami County LEPC no later than 30 days after the date of the Hazardous Material Incident.
- VIII. The Miami County LEPC may include charges for any of the necessary and reasonable, additional or extraordinary costs it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, discharge, or contamination when completing a Cost Recovery Worksheet.

VII. REIMBURSEMENT FORMS AND ATTACHMENTS

Standardized cost recovery forms and attachments will be used for summarizing all items requested for reimbursement. These forms and attachments are:

- Incident Information Form
 - General information regarding the specific incident. Includes information needed for billing the responsible party. Must be filled out on every hazmat response.
 - Completed by the jurisdictional public safety department/agency.
- Department Information Form
 - General information regarding each responding department/agency. Includes information needed for billing the responsible party. Must be filled out on every hazmat response.
 - Completed by all of the responding public safety department/agency(s).
 - The department/agency chief or authorized person should sign, date and print name.
- Attachment A, Personnel Cost/Wages
 - Costs associated with responding personnel can be billed at the FEMA hourly rate and/or departmental directives.
- Attachment B, Operational Cost

- The operational cost associated to a hazardous material incident will be based on the most current version of the FEMA SCHEDULE OF EQUIPMENT RATES. Example includes, but not limited to: fire engines, ladder trucks, rescue vehicles, EMS vehicles.
- The responsible party will pay these costs in one hour increments.
- Attachment C, HazMat Equipment/Supplies
 - Items that are used exclusively for the containment, control, remediation or abatement of a hazardous material incident. Example includes, but not limited to: absorbent booms and pads, socks, oil dry, chemicals used to neutralize, overpack drums, plugs and PPE.
- Attachment D, Non-HazMat Equipment Replacement/
 - This will include items or equipment that is lost, damaged, destroyed, contaminated, or otherwise rendered unfit for future use. Example includes, but not limited to: fire boots, turnout gear, gloves, vehicles or equipment.
- Attachment E, Other Related Cost
 - Any additional cost not covered by attachments A thru D. Example includes, but not limited to: cellular phone usage, food, equipment rentals.

Guidelines for completing each attachment are as follows:

- Incident Information Form
 - Enter all appropriate information regarding the incident.
 - Monetary sections will automatically fill in as you complete each attachment.
- Department Information Form
 - Enter all appropriate information regarding departments response.
 - Monetary sections will automatically fill in as you complete each attachment.
- Invoice
 - Enter invoice number.
 - All other sections will automatically fill in as you complete each attachment/form.
- Attachment A, Personnel Cost/Wages
 - Enter all appropriate information for Itemized Personnel Cost/Wage. Code determines:
 - First alarm on-duty personnel
 - First alarm volunteer personnel
 - Other responders/mutual aid
 - Called in personnel
 - The sum will automatically enter in the Incident Information and Invoice Sheets
- Attachment B, Operational Cost
 - Enter all appropriate information for Itemized Operations Cost.

- The sum will automatically enter in the Incident Information, Department Information, and Invoice Sheets.
- Attachment C, HazMat Equipment/Supplies
 - Enter all appropriate information for Itemized HazMat Replacement Cost.
 - The sum will automatically enter in the Incident Information, Department Information, and Invoice Sheets.
- Attachment D, Non-HazMat Equipment Replacement
 - Enter all appropriate information for Itemized Supplies/Non-HazMat Replacement Cost.
 - The sum will automatically enter in the Incident Information, Department Information, and Invoice Sheets.
- Attachment E, Other Related Cost
 - Enter all appropriate information for Itemized Other Related Cost.
 - The sum will automatically enter in the Incident Information, Department Information, and Invoice Sheets.

VIII. INVOICING RESPONSIBLE PARTY

Upon completion of all Cost Recovery Worksheets, each department/agency can submit a Notice for Reimbursement with attached documentation to the responsible party. The responsible party will have 30 calendar days from date of notice to distribute payment to each applicant listed on the notice.

The Miami County Prosecutor's Office shall act as legal counsel to the Miami County LEPC, and any other entity it is legally required to represent during this process.

IX. CIVIL ACTION

In the event that a responsible party fails or refuses to submit payment within 30 calendar days of being invoiced by any Miami County supported department/agency, that entity shall consult with its legal counsel.

If a responsible party fails or refuses to submit payment to the Miami County LEPC within 30 calendar days, copies of all relevant documents will be forwarded to the Miami County LEPC Enforcement & Policy subcommittee for a determination as to whether to request the institution of a civil or criminal action by the Miami County Prosecutor's Office.

(EXAMPLE LETTER)

Notice for Reimbursement

John Doe
XYZ Company Inc
1234 Road Street
Troy, Ohio 45373

Mr. Doe,

The **(ABC Fire Department)** is requesting reimbursement for the response to the hazardous material incident that occurred on **(date, location)**. Ohio Revised Code Section 3745.13, allows emergency departments/agencies to recover cost for the necessary and reasonable, addition or extraordinary cost it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, discharge or contamination, in the course of its emergency action at the hazardous material incident.

Attached, you will find an invoice and attachments from the **(ABC Fire Department)**

Please submit reimbursement within 30 calendar days from the receipt of this notice.

Distribute your payment to:

\$23.54 Payable to: **(ABC Fire Department)**
Attn: Fire Chief
210 Home Dr.
My Town, Ohio, 45373

If you have any question, please call me at (xxx) xxx-xxxx.

Sincerely,
Fire Chief

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 5 TO ESF #10

EHS SITE VISIT

**Miami County Local Emergency Planning Committee (LEPC)
Extremely Hazardous Substance (EHS) Site Visit Procedures**

Overview

There are 356 EHS chemicals listed by the Emergency Planning and Community Right to Know Act (EPCRA). EHS's are chemicals that are immediately dangerous to life and health, even at low concentrations and short exposures. All of these chemicals are required to be reported if they exceed their threshold planning quantity (TPQ). While each chemical has a different TPQ, the number can range from 1 to 10,000 pounds. A facility must report the EHS within 60 days of acquiring the chemical(s) to the local fire department, the Miami County LEPC, and State Emergency Response Commission (SERC). Identification and inventory forms can be provided by SERC to submit chemical information, or facilities can provide required information in other formats.

All LEPC's are mandated by state law, ORC section 3750.03(D)(6), to conduct compliance visits of all facilities that store EHS. To meet this mandate, site visits will be performed by the Miami County LEPC of all facilities that contain any EHS. The Miami County LEPC will designate member(s) from within the committee to perform these site visits.

Site Visits

All EHS facilities will be visited at least once every calendar year. Contact will be made with each facility prior to conducting the site visit. A date and time will be agreed upon for the site visit and every attempt will be made to be the least intrusive to the business as possible. At least five (5) business days prior to the scheduled site visit the facility will be provided with a list of questions to be completed in advance, by the site, and provided to the LEPC member conducting the visit at the start of the visit. All site visits will be conducted by the Miami County LEPC, using a member that is assigned these duties, an official of the business, and if possible a fire official of the jurisdiction having authority. The site visit will be conducted during normal operating hours. Other members of the Miami County LEPC may participate in the site visit process, providing there is no conflict of interest between the LEPC member(s) and the business being visited. Each LEPC member present will have a working knowledge of the basic concepts of the EHS site visit process.

These site visits shall be conducted in a way as to not only educate the staff of the facility as to what their requirements are regarding the storage, use, emergency procedures, and disposal of

EHS, but also show how to create a safer environment for employees and surrounding communities.

A standardized EHS site visit report will be used while conducting the site visit. The representative of the business will be given a verbal summary after the completion of the visit. A written copy of the site visit report will be made available to the business within 2 business days, or as soon as possible, after the visit. The business copy can be either picked up at the Miami County Communication Center during normal business hours, faxed, or e-mailed.

Compliance

Not all facilities will be able to initially comply with all requirements of the EHS site visit. As to facilities which are not in full compliance at the time of an initial visit, a follow-up visit will be conducted not less than 10 business days after the initial visit. This will give the facility time to correct any discrepancies that were found. A date and time will be mutually agreed upon for the follow-up visit. This follow-up visit will be conducted before the 16th business day after the initial visit. Special circumstances may dictate that the follow-up visit be conducted prior to the 10 business days. These special circumstances will be any issue that can cause a life or environmental safety hazard.

A waiver may be granted to the facility if they cannot meet the required deadline. If a facility wishes to request an extension period for their deadline, the request must be submitted in writing to the Miami County Emergency Management Agency Director, or his or her designate, at least five business days prior to the deadline.

While conducting an EHS site visit, it may be found that involvement of other agencies (ie: EPA, Health Department) is required. These agencies will be contacted as soon as possible and a copy of the EHS site visit/discrepancy report will be sent to them. The LEPC will follow-up with all other agencies requested by the LEPC member conducting the site visit. A written report from all agencies which were contacted for assistance will be kept on file.

While it is hoped that facilities will always comply with the site visit findings, it may not always happen. The Miami County LEPC will work with the facilities to assist them in meeting the requirements established by law. SERC and the Miami County Prosecutor's Office will work in conjunction with the Miami County LEPC to enforce any non-compliant facilities on a case by case basis. All facilities will be given up to three follow-up visits to correct the found violations. If after three follow-up visits are conducted and all found violations have not been corrected, the Miami County Prosecutor will be contacted for further action.

Summary

By conducting compliance EHS site visits within the industries of Miami County, we can help to assist facilities in their obligations under the Community Right to Know program and assist in making information available to first responders to help them make safer and more informed responses.

MIAMI COUNTY COMMISSIONERS

By: _____
John Evans Date

By: _____
Bud O'Brien Date

By: _____
Richard Cultice Date

LEPC CHAIRPERSON

By: _____
Chuck Drake Date

i. Table of Contents The Plan SHALL:

ORC (A)(13)
NRT-1, 42
NRT-1A, 7

- ☒ List all elements of the plan, and identify the locations of each planning requirement under ORC 3750.04(A).

ESF 10-0

I. INTRODUCTION**A. Plan's Purpose** The Plan Should:

NRT-1, 43-46
NRT-1A, 12

- ☒ Describe why the plan was developed and how it is meant to be used.
- ☐ ☒ Explain who has the authority to activate this plan.

ESF 10-1

ESF 10-6, 14

B. Plan Basis The Plan SHALL:

ORC (A)(7)
NRT-1, 43
NRT-1A, 10

- ☒ Describe the assumptions made and the methods used to complete the Hazards Analyses for each EHS Facility within the District.
- ☒ ☒ Explain what methods were used to complete the analyses (ie. Technical Guidance for Hazard Analysis manual, computer software modeling (ARCHIE/CAMEO/EIS), etc.).
- ☒ ☒ Describe the geographic assumptions (rural, urban, etc.) made when completing the analyses.
- ☒ ☒ Describe the assumptions made about a material's quantity (avg amts, max amts, actual amts, etc.) and it's storage condition (one container, multiple containers, etc.).
- ☐ ☒ Describe the weather factors (winds, temperatures, etc.) assumed while completing the analyses.
- ☐ ☐ Explain how the Facilities were involved in the process (reviewed the analyses, participated in completing the analyses, etc.).

ESF 10-1, 2

ESF 10-2

ESF 10-9

ESF 10-2

ESF 10-4

C. Relationship to Other Plans The Plan Should:

NRT-1, 46
NRT-1A, 10-11
ORC (B)

- ☒ Identify other plans in the district and describe how they would be used in conjunction with this plan (ie. Hospital plans, EOPs, Facility plans, etc.).
- ☐ ☒ Identify/Describe what other plans will be employed and how they will be coordinated when the plans are simultaneously put into action.
- ☐ ☒ Summarize how Facility plans developed under OSHA are integrated with this plan.
- ☐ ☐ Describe how this plan is coordinated with the plans of adjoining Districts.

SEE NOTE BELOW

CURRENT EOP

ESF 10-13

EOP "FORWARD", FAIR PLAN, HOSPITAL PLAN

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Fixed Facility Hazards The Plan SHALL:

ORC (A)(1,2,5,7)
NRT-1, 43
NRT-1A, 8-9

- | | | | |
|-------------------------------------|-------------------------------------|---|----------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Provide a brief account of the District's fixed facility hazardous materials risk sites. | ESF10-2 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Identify those EHS Facilities within the District to include each Facility's name, address and it's Emergency Coordinator. | ESF10-2 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Identify all adjoining Facilities that either may be at risk or adds risk due to their proximity to an EHS Facility within the District. | ESF10-2 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Summarize the geographic area (sewers, streams, watersheds, city, farmland, residential, etc.) and the population likely to be affected (approximate numbers of homes, people, special facilities, types/numbers of properties, etc.) to be affected by a release from an EHS Facility within the District. | ESF10-2 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identify those Non-EHS Facilities that have hazardous materials which pose a risk to the District. | ESF10-2 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Summarize the risks posed by the Non-EHS Facilities should a release occur at their sites | ESF10-2 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe the geographical areas and populations around those Non-EHS sites that may pose a risk to the District. | ESF10-2 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe the past spill history from Facilities (EHS and Non-EHS) within the District. | SEE NOTE BELOW |

The LEPC maintains a file of all reported spills and releases within Miami County

NOTE: The information to be presented in this Section can be presented as a Tab to the plan. Refer to Tab A of this 'Cross Reference' for more information on utilizing this option. If a Tab is used, this Section should briefly explain Tab A's purpose and the information it contains. However, the spill history of the District should be summarized in this Section.

2. Transportation Hazards The Plan SHALL:

ORC (A)(3)
NRT-1, 43
NRT-1A, 8-9

- | | | | |
|-------------------------------------|-------------------------------------|--|----------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Provide a brief account of the District's EHS transportation risks. | ESF10-3 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Identify the routes likely to be used to transport EHSs to and from each EHS Facility. | ESF10-3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe the types of transportation risks that exist (ie. major highways/roads/intersections, railines/yards/intersections, pipelines/stations, waterways/ports, etc.). | ESF10-3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Summarize the risks posed by these hazards should a release occur. | ESF10-3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Explain the geographical and population features near these hazards should a release occur. | ESF10-4 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe the past spill history regarding these transportation hazards. | SEE NOTE BELOW |

The LEPC maintains a file of all reported spills and releases within Miami County

NOTE: The identification of EHS routes to be presented in this Section can be presented as part of a Tab used to summarize the EHS Facility Hazard Analyses. Refer to Tab A of this 'Cross Reference' for more information

on utilizing this option. If a Tab is used, this Section should briefly explain that the Tab contains the required information.

NOTE: Discussions of specific transportation hazards, and the risks posed by them could be summarized as a Tab to the plan. The Tab would identify the specific hazards and their risks as would be done for a Fixed Facility. If this method is used, this section should indicate that a Tab exists covering this information. However, transportation spill history should be explained in this Section.

B. Assumptions The Plan Should:

NRT-1, 43
NRT-1A, 8

- | | | |
|---------------------------------------|---|---------|
| <input checked="" type="checkbox"/> | Describe/Summarize those assumptions concerning what would happen in the case of an accidental spill or release. | ESF10-5 |
| ○ <input checked="" type="checkbox"/> | Describe the time variables that may influence response capabilities (rush hours, annual festivals, seasonal events, etc.). | ESF10-4 |
| ○ <input checked="" type="checkbox"/> | Describe the weather factors that may affect release scenarios (winds, rains, etc.). | ESF10-4 |
| ○ <input checked="" type="checkbox"/> | Describe the demographic features that impact response situations (ie. population densities, special population centers, etc.). | ESF10-4 |
| ○ | Summarize the District's capability or limits to respond and control a release. | ESF10-4 |

See ESF10-5, B. Assumptions for response capabilities

III. CONCEPT OF OPERATIONS

A. Mitigation Activities The Plan Should:

- | | | |
|-------------------------------------|--|----------|
| <input checked="" type="checkbox"/> | Describe/Summarize those activities taken by the District to lessen the likelihood of a EHS release from occurring (ie. assigned traffic routes, zoning laws, facility visits/inspections, lowered chemical quantities, engineering/safety changes). | ESF10-32 |
|-------------------------------------|--|----------|

B. Preparedness Activities

1. Mutual Aid Plan The Plan SHALL:

ORC (A)(10)
NRT-1, 42
NRT-1A, 11

- | | | |
|---------------------------------------|---|-----------------------------|
| <input checked="" type="checkbox"/> | Describe/Summarize the system for providing Mutual Aid to other Districts and within the District. | ESF10-10 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Identify the mutual aid agreements in-place for the allocation of emergency facilities, equipment, and personnel. | ESF10-10 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Summarize the agreements in-place to provide to other District's support during a release. | ESF10-10 |
| ○ <input checked="" type="checkbox"/> | Identify/Describe any other arrangements made to provide resources or support. | IMAC, FIRE RESPONSE
PLAN |

NOTE: It is sufficient to reference actual lists/agreements in order to indicate what agreements exist. Agreements in their entirety should not be provided in the plan, unless the District so wishes.

NOTE: Below are examples of potential agreements that may exist:

- Mutual aid agreements between response groups (ie. fire and police depts., medical, ambulance).
- Agreements for additional resources, assistance, Good Samaritan Laws between neighboring response forces (ie. fire and police depts.)
- Agreements for alert and notification and the dissemination of emergency public information (ie. EAS).
- Resource Agreements (ie. outside assistance, personnel, equipment).
- Agreements between medical facilities inside and outside the jurisdiction (ie. use of facilities, accepting patients, etc.).
- Evacuation agreements (e.g., use of buildings, restaurants, homes; with nearby jurisdictions; relocation centers; transportation).
- Agreements between jurisdictions for the acceptance of evacuees.

2. Training Program The Plan SHALL:

ORC (A)(11)
NRT-1, D-7
NRT-1A, 30

- | | | |
|-------------------------------------|---|----------|
| <input checked="" type="checkbox"/> | Describe/Summarize how the District provides or develops training programs and other types of educational programs for facility, emergency response, and medical personnel. | ESF10-16 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Describe the training needs/standards for the District, to include the current and refresher training needs of emergency personnel. | ESF10-16 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Describe the method(s) to see that personnel acquire and maintain those required levels of training. | ESF10-16 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Describe the sources used to provide training (ie. District Instructors, State, and/or Private Institutions). | ESF10-16 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Summarize the mechanism used to evaluate the effectiveness of training | |

After Action reports and improvement plans after the exercises

3. Public Education The Plan Should:

NRT-1, 54
NRT-1A, 18,23

- | | | |
|-------------------------------------|---|---------|
| <input checked="" type="checkbox"/> | Describe/Summarize the programs that are used to educate the public about EHSs (ie. pamphlets, school outreach, etc.). | ESF10-6 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Describe the risk communication program in-place to explain the EHS hazards faced in the District. | ESF10-6 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Describe what educational measures are used to teach the public about what to do when an EHS is released. | ESF10-8 |

Public Information Officer releases

4. Resource Management The Plan SHALL:

ORC (A)(5,8)
NRT-1, 54-55
D-7,8
NRT-1A, 19-20

- | | | |
|-------------------------------------|---|----------------|
| <input checked="" type="checkbox"/> | Provide a composite summary statement of specialized equipment, facilities, personnel, and emergency response organizations available for a response within the District. | SEE NOTE BELOW |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Summarize what specific resources exist within the District. | SEE NOTE BELOW |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Identify the Heads of each Emergency Response Organization within the District by Title and Office. | ESF8-8, ESF9-7 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Summarize what resources are needed and available from outside the District. | ESF10-5 |

- ☒ In its pre-planning, explain how the District identifies what types of resources are needed for a response (ie. hazard analysis results, facility inspections).
- ☒ Describe the mechanism to acquire and maintain resources prior to a response.

ESF10-32

ESF10-6

Specific resource listings are maintained in the Miami County Communication Center resource directory

NOTE: A Resource Manual/List/Database may be used to indicate the types of resources available, amounts on-hand, locations maintained, and steps needed to obtain the resources. This Section should then describe the existence and purpose of such a manual and how it may be accessed. Also, a Tab to this plan may be used to summarize/describe/identify the required information. If this is the case, this Section should identify that the Tab and its purpose.

C. Response Procedures

1. Initial Notification The Plan SHALL:

ORC (A)(5,6,7)
NRT-1, 50
NRT-1A, 6,13-15

- ☒ Describe/summarize the system for receiving/disseminating initial notification that a release has occurred. ESF10-14
 - ☒ Explain how the Facility reports and the District receives and documents a call received under ORC 3750.06. ESF10-14
 - ☒ Explain the procedure(s) to alert response and support agencies. ESF10-14
 - ☒ Designate and describe the role of the LEPC's Community Emergency Coordinator. ESF10-11
 - ☒ Describe when and how neighboring Districts would be notified. ESF10-10, 14
 - ☒ Describe the use of Emergency Condition Levels (ECLs) in the notification process. ESF1-22
 - ☒ Include an Incident Summary Form and explain its use to document notifications. ESF1-APPENDIX 2
- (Note, this can be done and included as a Tab to the plan.)

2. Incident Assessment The Plan SHALL:

ORC (A)(4)
NRT-1, 59-60
NRT-1A, 9,26

- ☒ Describe/summarize the District's methods/procedures to assess the risks posed at an EHS release. ESF10-APPENDIX 1 & 2
- ☒ Describe the abilities, based on training, of the District's Fire Depts, to respond to a release. ESF10-10, 16
- ☒ Describe the abilities, based on training, of the District's Law Enforcement agencies to respond to a release. ESF10-16
- ☒ Describe the procedures to be implemented by EMS personnel when responding to a release, based on current abilities and limits. ESF10-11
- ☒ Identify the procedures/agencies to be used to monitor the movement and effects of a release. ESF10-14
- ☒ Describe how monitoring and assessment results are used to make protective action decisions. ESF4
- ☒ Describe the District's ability to use or arrange for assessment tools. ESF10-8
- ☒ Describe how the District arranges the testing of food and water supplies for contamination. ESF10-8
- ☒ Describe the District's measures used to prevent the contamination

REFERENCESPLANNING CRITERIASECTION/PAGE #

- ☒ of water/sewer systems.
- ☒ Describe the method to approach and conduct the initial size-up of the incident scene.
- ☒ Describe the procedures to develop an action plan and control access to the scene.
- ☒ Describe what actions the Facility personnel are expected to take to interact with and support first responder operations.
- ☒ Describe the need and use of private agencies/contractors to support on-scene personnel and operations.
- ☒ Summarize the assessment procedures the District's health department(s) will provide during an EHS incident, based on their abilities/limits.

ESF10-7

ESF1-8

ESF1-8

ESF10-13

ESF10-12

ESF10-8

3. Direction and Controla. Incident Command The Plan SHALL:

ORC (A)(4)
NRT-1, 51-52
NRT-1A, 15-16

- ☒ ☒ Describe/summarize how the District implements an Incident Command System (ICS) to manage an EHS response.
- ☒ ☒ Diagram and/or explain the system and layout of the ICS to be used.
- ☒ ☒ Explain how an incident command post (ICP) will be established and identified.
- ☒ ☒ Identify which communication networks are used during a response.
- ☒ ☒ Explain who has overall responsibility to maintain control.
- ☒ ☒ Describe the method to coordinate activities with an activated EOC.
- ☒ Describe the use of response action checklists or other forms/logs to manage on-scene operations.
- ☒ Describe the mechanism to manage each functional area or organization on-scene (ie. Fire Depts., Law, EMS, HM Teams, Support Services, etc.)
- ☒ Describe the mechanism to acquire resources and overcome resource shortfalls.
- ☒ Explain the District's capabilities for 24-hour protracted operations.
- ☒ Describe the method to obtain information on the chemicals involved, their characteristics, and related response measures.
- ☒ Describe how ECLs are established, what they mean, and how they are used throughout an incident.
- ☒ Describe what actions the Facility personnel are expected to take to interact with and support first responder operations.
- ☒ Identify the various support agencies that would be called to support on-scene responders, and explain how their response procedures are to be implemented on-scene.
- ☒ Describe the use and integration of State and Federal resources into the District's response system.

ESF1, ESF10-10

ESF1

ESF1, ESF10-10

ESF1, ESF10-6

ESF1, ESF10-10

ESF1, ESF10-6

ESF10-APPENDIX 1 & 2

ESF10-9

ESF7

ESF1

ESF10-2

ESF10-10

ESF10-13

ESF10-6

ESF10-6

ORC (A)(4)
NRT-1, 51-52
NRT-1A, 16

b. Emergency Operation Center The Plan SHALL:

- ☒ ☒ Identify the Primary/Alternate locations and describe/summarize the use of an Emergency Operations Center (EOC) during an EHS response.
- ☒ ☒ Explain the mechanism to activate an EOC, primary or alternates, for an EHS incident.
- ☒ ☒ Describe the activities of the EOC during an EHS incident.
- ☒ ☒ Identify who's in charge of the EOC, and describe how operations are managed in the EOC.
- ☒ ☒ Describe the EOC's capabilities to manage a 24-hour response.
- ☐ ☒ Provide a diagram of the primary and any alternate EOCs (locations, layouts, displays, etc.).
- ☐ ☒ Define the EOC staff requirements necessary for an EHS incident, and how/when notified.
- ☐ ☒ Provide copies of sample forms or logs to be used by EOC personnel.
- ☐ ☒ Describe what actions the Facility personnel are expected to take to interact with and support EOC operations.

ESF1

ESF1

ESF1

ESF1

ESF1

ESF1

ESF1

ESF1

ESF10-13

4. Communications Among Responders The Plan SHALL:

ORC (A)(6)
NRT-1, 53
NRT-1A, 16-17

- ☒ ☒ Describe/summarize the system for providing reliable, timely and effective communications among responders during an EHS incident.
- ☒ ☒ Describe/summarize the roles of the primary and backup communication methods (hardware and personnel) to exchange and coordinate communications, on and off-scene.
- ☐ ☒ Identify the compatible frequencies used by agencies during a response (ie. who can talk to whom to include contiguous local, state, and private agencies).
- ☐ ☒ Summarize how 24-hour communications is provided and maintained.

ESF2

ESF2

ESF2

ESF2

ORC (A)(4)

5. Containment and Scene Stabilization The Plan SHALL:

- ☒ ☒ Describe/Summarize the methods and procedures to be followed by Facility and District personnel to contain and stabilize an EHS release.
- ☒ ☒ Describe the abilities, based on training, of the District's various Fire Depts. to contain and stabilize a release.
- ☒ ☒ Describe the methods and procedures to be followed by the District's Law Enforcement personnel to provide scene stabilization, such as traffic and access control.
- ☒ ☒ Describe the arrangement and integration of other first response efforts when local Fire Dept. abilities are limited (ie. use of HM Teams, Private Contractors, etc.)
- ☒ ☒ Describe the procedures District Facilities have to contain and stabilize a release.

ESF10-10

ESF10-9

ESF8

ESF10-10

ESF10-13

ORC (A)(4)
NRT-1, 58-59
NRT-1A, 25-26

6. Response Personnel Safety The Plan SHALL:

- ☒ Describe the methods and procedures emergency and medical personnel will provide to ensure the responder safety. ESF10-11
- ☒ Describe the arrangement and integration of other first response efforts when local Fire Dept. abilities are limited (ie. use of HM Teams, Private Contractors, etc.) ESF10-10
- ☐ Describe the establishment and use of a scene Safety Officer and response personnel safety is established and managed. ESF10-10
- ☐ Describe the use of exclusion zones (ie. Hot or Initial Release Area, Warm or Contamination Reduction, and Cold or Clean Zones) to account for responders while operating in and around the incident site, and entering and leaving the zones. ESF10-10
- ☐ Explain the limits of the District's response agencies to operate in each zone. ESF10-10
- ☐ Describe the District's procedures to setup and/or provide decontamination at the scene. ESF10-11, ESF9-4
- ☐ Explain the use of mental health specialists to support responders during and after an incident. ESF10-10, ESF6-3

7. Victim Treatment and Handling The Plan SHALL:

ORC (A)(4)
NRT-1, 55
NRT-1A, 20-21

- ☒ Describe/summarize the methods and procedures to be followed by emergency response and medical personnel to provide for victim treatment during an EHS release. ESF10-11
- ☒ Summarize the procedures of the District's various Fire Depts. and EMS personnel have to recover, treat and transport victims of a release, based on current abilities and limits. ESF10-11
- ☒ Summarize the methods and procedures to be implemented by Hospital personnel to support a response to a release, based on current abilities and limits. ESF10-13
- ☒ Identify the hospitals capable of handling contaminated patients within and/or outside of the District. ESF6-APPENDIX 1
- ☐ Explain the procedures used to protect crews and equipment from contamination. ESF10-10
- ☐ Explain how EMS operations are coordinated with the on-scene commander. ESF10-11
- ☐ Explain how EMS coordinates with hospitals/medical centers for patient care and transport. ESF10-11
- ☐ Describe the use of a dedicated EMS unit to monitor and support a Hazmat Team ESF10-11
- ☐ Define priorities for use of medical resources during an emergency. ESF10-11
- ☐ Describe how hospitals/medical centers will coordinate with on-scene agencies (ie. ICP, EMS) during an incident. ESF10-10
- ☐ Explain the procedures used to protect Hospital personnel and equipment from contamination. ESF10-14
- ☐ Explain the use of mental health specialists to support victims during and after an incident. ESF10-10
- ☐ Describe the coroner's role in an incident (ie. identification, morgue expansion, etc.). ESF15
- ☐ Describe the use and coordination of health professionals from

outside agencies (ie. Poison Centers, ODH, ATSDR, etc.).

ESF6-6

8. Personal Protection of Citizens

a. Evacuation Procedures The Plan SHALL:

ORC (A)(4,9)
NRT-1, 57-58
NRT-1A, 23-24

- ☒ Describe the methods used to implement an evacuation, to include provisions for alternate traffic routes and precautionary evacuations. ESF4
- ☒ ☒ Explain how evacuation procedures are to be implemented, and by whom. ESF4
- ☒ ☒ Describe how and when the public is notified of this protective action. ESF4
- ☒ ☒ Indicate what protective actions the public may be advised to follow. ESF4
- ☒ ☒ Explain how evacuees will be moved, to include assisting mobility impaired individuals. ESF4
- ☒ ☒ Explain how evacuation routes as well as alternate routes will be decided. ESF4
- ☐ ☒ Describe the conditions necessary to initiate an evacuation. ESF4-4
- ☐ ☒ Describe who controls traffic, manages its flow around the site, and provides security for the area. ESF4-7
- ☐ ☒ Describe how agencies coordinate the decision to return evacuees to their homes. ESF4-8
- ☐ ☒ Describe the procedure to inform evacuees of health concerns or actions to take when returning to homes/businesses. ESF10-8

b. Sheltering and Mass Care The Plan SHALL:

NRT-1, 57-58
NRT-1A, 23-24

- ☒ Describe/summarize what reception and mass care provisions which are provided to evacuees. ESF5-5
- ☒ ☒ Identify the primary and secondary agencies, and explain their procedures to implement sheltering and mass care operations. ESF5-8
- ☐ ☒ Describe how shelters coordinate with other response/support agencies. ESF5-3
- ☐ ☒ Describe the methods to screen and handle evacuees exposed to an EHS. ESF10-10
- ☐ ☒ Describe the methods to limit a shelter's population to exposure from an EHS and keep the shelter(s) free of contamination. ESF5
- ☐ ☒ Describe the roles of medical personnel to support shelter operations. ESF5-4
- ☐ ☒ Describe arrangements with other Districts to assist in sheltering. ESF5-2

c. In-Place Sheltering The Plan Should:

NRT-1, 56-57
NRT-1A, 22-23

- ☒ Explain the system, as an option to evacuation, for determining when and the methods on how to implement an in-place sheltering strategy. ESF10-10
- ☐ ☒ Identify who is responsible for initiating this action. ESF10-10

- ☒ Explain the decision-making process used to determine when in-place sheltering is to be implemented.
- ☒ Describe the procedure used to implement this protective action.
- ☒ Indicate what protective actions the public will be advised to follow.
- ☒ Describe the procedure on how to determine when to terminate the protective action.
- ☒ Describe the procedure to inform the public to terminate sheltering and conclude this protective action.

ESF10-10

ESF10-10

ESF4-5

ESF4-5

ESF3

d. Public Information The Plan SHALL:

ORC (A)(6)
NRT-1, 53-54
NRT-1A, 17-18

- ☒ Describe the system for providing reliable, timely and effective communications to the public during an EHS incident.
- ☒ Identify the agencies involved in the warning process and describe the methods used to warn and notify the public.
- ☒ Identify the systems in-place for public warning (ie. EBS, sirens, PA's, door-to-door, etc.) and describe their use to warn and notify the public.
- ☒ Describe how special populations (ie. schools, nursing homes, hearing-impaired, non-English speaking, etc.) are identified and alerted.
- ☒ Describe the on-scene and off-scene procedures for coordinating public information releases (ie. PIO's role, CP/EOC's role, JPIC's role, spiller/Facility's role).
- ☒ Explain the media's role during a release and how they will coordinate with local officials.
- ☒ List the media contacts and their capabilities for providing alerts and notifications to the district.
- ☒ Include sample EBS messages relevant to an EHS release and protective actions, if applicable.
(Note, these can be added as a Tab to the plan.)
- ☒ Describe the system for handling rumor control on- and off-scene (ie. monitoring AM/FM radio and television broadcasts).

ESF3

ESF3

ESF3

ESF3

ESF3

ESF3

ESF3

ESF3

ESF3

D. Recovery Methods

1. Cleanup and Disposal The Plan SHALL:

ORC (A)(4)
NRT-1, 60-63
NRT-1A, 28

- ☒ Describe/Summarize how emergency responders will coordinate for the Clean-up and Disposal from an EHS incident.
- ☒ Describe how and with whom the cleanup and disposal process is coordinated.
- ☒ Describe who makes restoration recommendations during an incident.
- ☒ Describe the system to check the area for contamination prior to re-entry by the public.
- ☒ Describe the mechanism to insure the safety of food and water supplies that were exposed to released EHSs.
- ☒ Describe the system or provisions for managing long-term site control.

ESF10-7

ESF10-7

ESF10-7

ESF10-8

ESF10-8

ESF10-7

2. Investigative Follow-up The Plan Should:

NRT-1, 63
NRT-1A, 29

- ☒ Describe/Summarize the system to investigate the causes and circumstances of an EHS incident.
- ☒ Describe what local agencies are involved when investigating spills or releases (ie. Fire, Law, Prosecutor, EMA, LEPC, etc.) and their roles.

ESF10-7, 15

ESF10-10

3. Documentation and Critique

a. Documentation The Plan Should:

NRT-1, 63
NRT-1A, 29

- ☒ Describe/Summarize the system the District uses to document each EHS incident.
- ☒ Summarize what the types of reports are required and why.
- ☒ Describe what agencies will be responsible to document on-scene and off-scene activities.
- ☒ Summarize what agencies would review and maintain incident documentation.
- ☒ Describe the LEPC's role regarding incident documentation.

ESF10-15, APPENDIX 2

ESF10-APPENDIX 1-5

ESF10-APPENDIX 1-5

ESF10-15

ESF10-25

b. Critique The Plan Should:

NRT-1, 63

- ☒ Describe how the District reviews and discusses the response and how it worked versus plan procedures and training.
- ☒ Summarize when and why a post-incident critique will be conducted and how it will be arranged.
- ☒ Describe what agencies will be involved.
- ☒ Summarize how the plan/SOPs/training are reviewed and revised as a result of the incident critique.
- ☒ Describe how the LEPC ensures that identified deficiencies are corrected.

BP-14

BP-14

BP-14

BP-14

BP-14

4. Cost Recovery The Plan Should:

NRT-1, 63
NRT-1A, 29

- ☒ Describe the procedures to arrange for and receive cost reimbursement for a response.

ESF10-APPENDIX 4

- | | | |
|---------------------------------------|---|------------------|
| ○ <input checked="" type="checkbox"/> | Describe the role of the first responder and spiller to arrange for billing and cost recovery. | ESF10-APPENDIX 5 |
| ○ <input checked="" type="checkbox"/> | Summarize the process of the District's EMA office and the applicable legal representative to arrange cost recovery as per ORC 3745.13. | ESF10-APPENDIX 5 |
| ○ <input checked="" type="checkbox"/> | Summarize the procedure to use to recover costs through USEPA's cost recovery program. | ESF10-APPENDIX 5 |

IV. PLAN MAINTENANCE

A. Annual Plan Exercise The Plan SHALL:

ORC (A)(12)
NRT-1, 63
NRT-1A, 29

- | | | |
|---------------------------------------|--|--------------|
| ○ <input checked="" type="checkbox"/> | Describe/Summarize the methods and schedules for exercising the plan. | ESF10-16 |
| ☒ <input checked="" type="checkbox"/> | Summarize how the LEPC develops and conducts its annual exercise as per SERC rules. | ESF10-16 |
| ☒ <input checked="" type="checkbox"/> | Describe/Identify the frequency/schedule of exercises to be completed during the four-year exercise cycle. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Describe the role of an EHS Facility or HM Transporter in an exercise. | ESF10-13 |
| ○ <input checked="" type="checkbox"/> | Summarize/Define the types of exercises to be used in the District. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Summarize the method to be used to evaluate and critique exercises, to include publicly debriefing Full-Scale exercises. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Describe the procedure for making changes to the plan based on the exercise critique. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Describe the procedure the District will use to claim an Actual Incident for exercise credit. | OHM-EEM 2.23 |
| ○ <input checked="" type="checkbox"/> | Describe the process/reasons for using exercises to validate planning and training. | ESF10-16 |

NOTE: Use of the OHM-EEM, 'Ohio Hazardous Materials Exercise Evaluation Manual' is *required*, and use of the NRT-2, 'Developing a Hazardous Materials Exercise Program', is *recommended*.

B. Plan Review and Update The Plan Should:

ORC (B)
NRT-1, 47, 64,
67-70
NRT-1A, 12

- | | | |
|---------------------------------------|--|----------|
| ○ <input checked="" type="checkbox"/> | Describe/Summarize the process utilized to review and maintain the plan annually, or as changes in the District warrant. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Describe the individual plan holder's responsibility to review and recommend changes to the plan. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Describe the LEPC's and Community Emergency Coordinator's role in plan revision. | ESF10-16 |
| ○ <input checked="" type="checkbox"/> | Identify/Summarize to whom the plan is distributed, to include other LEPCs. (Note, this can be a Tab to this plan.) | BP-18 |
| ○ <input checked="" type="checkbox"/> | Describe how information is to be checked on a regular basis, how changes are gathered, and how revisions are distributed. | BP-18 |
| ○ <input checked="" type="checkbox"/> | Summarize how changes to the plan are to be documented by each plan holder. | ESF10-16 |

- ☐ Describe the Facility's role in updating or reviewing the plan.
- ☐ Describe how this 'Cross Reference' is used as guidance in the plan's development and used to review the plan as required by OAC 3750-20-74.
- ☐ Describe how/where/when the plan is made available to the public.
- ☒ Summarize the process the LEPC uses to submit the plan for annual review to the SERC.

 ESF10-16

V. AUTHORITIES AND REFERENCES

A. Legal Authorities The Plan Should:

 NRT-1, 42
 NRT-1A, 7

- ☒ Describe, list, or reference those applicable Local, State, and Federal laws that apply to the development of this plan.
- ☒ Local/Regional Ordinances or Statutes.
- ☒ State Ohio Revised Codes (ORC) (ORC 3750, 3745.13, 3737.80, 5502.38, etc.) and Ohio Administrative Codes (OAC) (OAC 3750-20-70 thru 84).
- ☒ Federal Standards and Regulations (CERCLA, SARA Titles I and III, OSHA 1910.120(q), OPA 90, NFPA 471-473, etc.).

 ESF10-1, 17

 PROMULGATION

 ESF10-1

 ESF10-17

B. References The Plan Should:

NRT-1, E-1+

- ☒ Describe/List those references used for developing the plan and exercises that are available within the District.
- ☒ General planning references (ie. NRT-1, Cross Reference, NRT-2, OHM-EEM, etc.).
- ☐ Technical references (DOT Guidebook, AAR/BOE Hazardous Materials Handbook, NIOSH guides, ATSDR manuals, etc.).
- ☒ Computer software modeling (ie. CAMEO, ARCHIE, EIS, etc.).
- ☐ Identify/Describe the location or availability of these references to personnel in the District.

 ESF10-1, 17

 ESF10-16

 ESF10-APPENDIX 2

 ESF10-2

 ESF10-16

VI. AUTHENTICATION The Plan SHALL:

 NRT-1, 42
 NRT-1A, 6

- ☒ Provide a Promulgation Statement signed by, at a minimum, the District's Chief Elected Official(s) and the LEPC Chairman.

 Promulgation Statement; ESF10-17

VII. TABS

- ☐ ☒ Provide a list of Tabs used to support the plan.

See Below

TAB A. Facility Data - Hazard Analysis Summaries

NOTE: Use of a hazard analysis summary form and posting the information here as a Tab to the plan will meet the requirements indicated in Section II.A.1 and 2, (Situations). Use of a summary form is a technique only and is not specifically required. Consult your State planner for suggestions on using this option.

NRT-1, 46, 64-65
NRT-1A, 8-9

- | | |
|---|------------------|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Provide/Summarize the major findings identified from a completed hazard analysis of each EHS Facility within the District. | ESF10-APPENDIX 6 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Describe/Map the each EHS Facility, its address, and their Emergency Coordinator. | ESF10-APPENDIX 6 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Describe/Map any adjoining Facility that either may be at risk or adds risk due to its proximity to an EHS Facility within the District. | ESF10-APPENDIX 6 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Describe/Map the routes used to transport EHSs to and from the Facility. | SEE NOTES BELOW |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Summarize the geographic area (sewers, streams, watersheds, city, farmland, residential, etc.) and the population likely to be affected (approximate numbers of homes, people, special facilities, types/numbers of properties, etc.) to be affected by a release from an EHS Facility within the District. | ESF10-APPENDIX 6 |
| <input type="radio"/> <input checked="" type="checkbox"/> Indicate what chemicals are on-site, and their quantities, characteristics, and storage conditions for each EHS Facility. | ESF10-APPENDIX 6 |
| <input type="radio"/> <input checked="" type="checkbox"/> Describe the potential release scenarios and the possible consequences that would spread beyond the boundaries of an EHS Facility. | ESF10-APPENDIX 6 |
| <input type="radio"/> <input type="checkbox"/> Summarize the EHS Facility's plan and ability to respond to a release at their site (whether to directly handle the release, evacuate the Facility only, or a combination of the two). | ESF10-13 |
| <input type="radio"/> <input checked="" type="checkbox"/> Provide maps which identify the facilities and the special features within their vulnerable areas. | SEE NOTES BELOW |

Facility data and hazard analysis summaries (SERC Tier II and CAMEO) are used to develop and support this plan

NOTE: Refer to Chapter Three of the NRT-1 for a description on how to complete a hazards analysis. The 'Technical Guidance for Hazards Analysis' should then be used, at a minimum or until the District acquires more technical abilities, to complete a hazard analysis. Such abilities could include, but are not limited to, the use of computer modeling (such as ARCHIE, CAMEO, EIS/C, etc.), or consultations of/by technical experts (such as a Facility's chemist/safety engineer).

NOTE: The plan does not need to maintain each completed hazard analysis and its respective vulnerable area map. The LEPC may elect to distribute those analyses to those agencies who have a need to use them. Meanwhile, a master list/file should be maintained in some fashion by the LEPC. Either way, the plan should describe how the analyses are maintained and distributed. Yet ultimately, the plan submitted to the State *must contain* each analysis and its map for review and emergency use purposes.

NOTE: A Tab can be developed to summarize the risks posed at/by specific transportation-related hazards (such as highways/roads/intersections, railines/yards, pipelines/stations, waterways/ports, etc.). If transportation-related hazard analyses are completed, summarize the information as explained above.

TAB B. Incident Information Summary

NRT-1, 40-41
NRT-1A, 6

- ☒ Provide a format or method for recording essential information about the incident as reported under ORC 3750.06(A).

ESF10-APPENDIX 1 & 2

TAB C. Emergency Telephone Roster

NRT-1, 47-49
NRT-1A, 13

- ☒ Provide a telephone roster indicating local, state, federal, private, and other resources that could be used in a response.

ESF2-1

Miami County Communication Center utilizes a CAD system to identify and contact appropriate agencies

NOTE: Individual plan holder copies can be sanitized to prevent unnecessary disclosure of emergency or personal phone numbers. Only those who need to use these numbers should have them, and the LEPC should maintain a master list/file of these numbers. Finally, the State's copy of this plan should include these numbers.

TAB D. Abbreviations, Definitions and Acronyms

NRT-1, 42
NRT-1A, 7

- ☒ Define/List those abbreviations, acronyms, and essential terms frequently used in this plan.

BASIC PLAN-APPENDIX
5

TAB x. (Others as Needed, such as: Resource Lists, Training Levels, Sample EBS Messages, etc.)

- ☐ (Explain here:)
-
-
-
-

yes, it's the end....

